



Time Off Codes (For Employees, Managers and Timekeepers)

| Time Off Code | Who | When to Use |
|--|---|--|
| Annual Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report annual leave used or to request annual leave in the future . |
| Bereavement | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future due to the death of a family member or relative . |
| Accident Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or requested in the future due to a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission. The employee is paid 2/3 pay for this type of leave and this pay is tax exempt. |
| Accident with Sick Pay | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or requested in the future due to a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission beyond six months. The employee is paid 2/3 pay for this type of leave, and this pay is FICA exempt. |
| Examinations and Interviews Non-Travel | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for State exams or interviews without travel. |
| Examinations and Interviews Travel | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for State exams or interviews with travel. |
| Jury Service | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for Jury service . |
| Leave Bank / Donation | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for Leave Bank for Exempt - State/Regular employees. |
| Legal Action | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for legal actions, that the employee is not a party to. |
| Personal - Leave Without Pay | Exempt and Non-Exempt State/Regular Employees | This code is used to report personal leave without pay used or to be taken in the future. |



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| Personal Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report personal leave used or to request personal leave in the future. |
| Sick | Exempt and Non-Exempt State/Regular Employees | This code is used to report sick leave used or to request sick leave in the future. |
| Sick-Advanced | Exempt and Non-Exempt State/Regular Employees | This code is used to report advanced sick leave used or to request sick leave in the future. |
| Unpaid Administrative Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report unpaid Administrative Leave used or request it in the future . |
| Paid Administrative Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report paid Administrative Leave used or request it in the future. |
| Unpaid Time Off | Exempt and Non-Exempt State/Regular Employees | This code is used to report unpaid leave. |
| Compensatory Exempt Holiday Time Used for Religious Observance | Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for religious observance . |
| Compensatory Time | Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for the use of compensatory time for Exempt - State/Regular employees. |
| Compensatory Time For Religious Observance | Exempt State/Regular Employees | This code is used to report leave taken or to request leave in the future for religious observance. |
| Compensatory Non-Exempt Holiday Time | Non-Exempt State/Regular Employees | This code is used to report compensatory holiday time used or to request it in the future for Non-Exempt - State/Regular employees. |



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| Compensatory Non-Exempt Holiday Time Used for Religious Observance | Non-Exempt State/Regular Employees | This code is used to report compensatory holiday time taken for a religious observance or to request it in the future for Non-Exempt - State/Regular employees. |
| Unpaid Time Off - Contractual | Non-Exempt Contractual Employees | This code is used to report unpaid leave for contractual employees. |
| Cash Overtime Compensatory Time | Non-Exempt Cash Overtime Eligible (COE) Employees | This code is used to report compensatory time (comp time) used for leave at a rate of time and a half. This code is used by non-exempt employees who have converted cash overtime to comp time and have a balance. |
| Cash Overtime Compensatory Time Used for Religious Observance | Non-Exempt Cash Overtime Eligible (COE) Employees | This code is used to report compensatory time (comp time) for Religious Observance used for leave at a rate of time and a half. This code is used by non-exempt employees who have converted cash overtime to comp time and have a balance. |
| Annual Leave - Elapsed | Exempt 24/7 Employees ONLY | This code is used to report annual leave used or request annual leave in the future for 24/7 employees. Leave should be entered on the day that the leave starts. |
| Compensatory Time - Elapsed | Exempt 24/7 Employees ONLY | This code is used to report Compensatory Time (comp time) used or request to use comp time in the future for 24/7 employees. Leave should be entered on the day that the leave starts. |
| Personal Leave - Elapsed | Exempt 24/7 Employees ONLY | This code is used to report personal leave used or request personal leave in the future for 24/7 employees. Leave should be entered on the day that the leave starts. |
| Pre-Scheduled Holiday | Exempt 24/7 Employees ONLY | This code is used to report a prescheduled holiday leave taken or to request a prescheduled holiday in the future using the hours in the 24/7 employee Pre-Scheduled Holiday balance. |
| Sick - Elapsed | Exempt 24/7 Employees ONLY | This code is used to report sick leave used or request sick leave in the future for 24/7 employees. Leave should be entered on the day that the leave starts. |
| Medical Leave Without Pay | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave without pay for a medical leave for employees. |
| Military - Continuous | Exempt and Non-Exempt State/Regular Employees | This code is used to report continuous Military leave for employees. |



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| Military - Intermittent | Exempt and Non-Exempt State/Regular Employees | This code is used to report non-continuous Military leave for employees. |
| Organ Donation - Continuous | Exempt and Non-Exempt State/Regular Employees | This code is used to report continuous Organ Donation leave for employees. |
| Organ Donation - Intermittent | Exempt and Non-Exempt State/Regular Employees | This code is used to report non-continuous Organ Donation leave for employees. |
| Public Health | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave taken or requested in the future due to a designated Public Health situation. |
| Unpaid Temporary Partial Disability | Exempt and Non-Exempt State/Regular Employees | This code is used to report unpaid leave taken or requested in the future due to a Temporary Partial Disability. |
| zFMLA Annual Leave - Intermittent | Exempt and Non-Exempt State/Regular Employees | This code is used to report annual leave used or to request annual leave in the future for a non-continuous FMLA event . |
| zFMLA Compensatory Time - Intermittent | Exempt State/Regular Employees | This code is used to report compensatory time leave used or to request compensatory time in the future for a non-continuous FMLA event . |
| zFMLA Compensatory Exempt Holiday Time - Intermittent | Exempt State/Regular Employees | This code is used to report used or to request compensatory holiday time in the future for a non-continuous FMLA event . |
| zFMLA Compensatory Non-Exempt Holiday Time - Intermittent | Non-Exempt State/Regular Employees | This code is used to report used or to request compensatory non-exempt holiday time in the future for a non-continuous FMLA event . |
| zFMLA Cash Overtime Compensatory Time - Intermittent | Non-Exempt State/Regular Employees | This code is used to report cash overtime compensatory leave used or to request cash overtime compensatory time in the future for a non-continuous FMLA event . |
| zFMLA Leave Bank / Donation - Intermittent | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave bank leave used or to request leave bank leave in the future for a non-continuous FMLA event . |



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| zFMLA Leave Without Pay | Exempt and Non-Exempt State/Regular Employees | This code is used to report used or to request leave without pay in the future for a non-continuous FMLA event . |
| zFMLA Personal Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report personal leave used or to request personal leave in the future for a non-continuous FMLA event . |
| zFMLA Pre-Scheduled Holiday - Intermittent | Exempt and Non-Exempt State/Regular Employees | This code is used to report used or to request pre-scheduled holiday leave in the future for a non-continuous FMLA event . |
| zFMLA Salary Reduction Recovery | Exempt and Non-Exempt State/Regular Employees | This code is used to report used or to request salary reduction recovery leave in the future for a non-continuous FMLA event . |
| zFMLA Sick | Exempt and Non-Exempt State/Regular Employees | This code is used to report sick leave used or to request sick leave in the future for a non-continuous FMLA event . |
| zFMLA-Service Member Annual Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report annual leave used or to request annual leave in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member COE Comp Time | Non-Exempt State/Regular Employees | This code is used to report cash overtime compensatory leave used or to request cash overtime compensatory time in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Comp Holiday Time | Exempt State/Regular Employees | This code is used to report compensatory holiday leave used or to request it in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Comp Non-Exempt Holiday Time | Non-Exempt State/Regular Employees | This code is used to report used or to request compensatory non-exempt holiday leave in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Comp Time | Exempt and Non-Exempt State/Regular Employees | This code is used to report compensatory leave used or to request compensatory leave in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Leave Bank / Donation | Exempt and Non-Exempt State/Regular Employees | This code is used to report used or to request leave bank leave in the future for a non-continuous FMLA Service Member (Military) event. |



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| zFMLA-Service Member Leave Without Pay | Exempt and Non-Exempt State/Regular Employees | This code is used to report leave used or to request leave without pay in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Personal Leave | Exempt and Non-Exempt State/Regular Employees | This code is used to report personal leave used or to request personal leave in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Pre-Scheduled Holiday | Exempt and Non-Exempt State/Regular Employees | This code is used to report used or to request pre-scheduled holiday leave in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Salary Reduction Recovery | Exempt and Non-Exempt State/Regular Employees | This code is used to report used or to request salary reduction recovery leave in the future for a non-continuous FMLA Service Member (Military) event . |
| zFMLA-Service Member Sick | Exempt and Non-Exempt State/Regular Employees | This code is used to report sick used or to request sick leave in the future for a non-continuous FMLA Service Member (Military) event . |